

**From:** Nicolai, Jean  
**Sent:** Friday, March 18, 2016 9:42 AM  
**To:** Pallito, Joanna  
**Subject:** Website intro  
**Attachments:** AID Website Intro\_01-22-2016.docx

**Categories:** PFOA

Yes. Thanks for reminding be about the CO and AID write-up for the website. I wonder if Renita can take a stab at the CO language to get Alyssa started.

Looks good. I added just a few items using track changes. You can see them in the view/edit mode.

On the PCF Lean project – the next check in meeting is March 29. I think by then we'll have a list of the PFOA team and we can suggest someone who is not involved to take over the PCF Lean project. It may be asking too much.

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**From:** Pallito, Joanna  
**Sent:** Friday, March 18, 2016 9:19 AM  
**To:** Nicolai, Jean <Jean.Nicolai@vermont.gov>  
**Subject:** RE: PFOA

Thank you Jean for putting an outline together on the PFOA role/responsibilities – I think this is our best approach and we can get it concreted early next week!

On the website front, I completely agree but I also think Carol is pushing along pretty well. I think the goal was the middle of this month – which you are correct is right now – that we were going to get everything to Harry Bell. I believe she's potentially ready as she sent me a CGP email yesterday that said she was sorry to bother me but really needed the AID intro/page write-up. She event provided the first sentence being our mission statement ☺ I'm guessing she did the same thing to Alyssa and I know she got with Carey on the Planning stuff.

In any event, my guess is that I'm one of the stopgaps and potentially Alyssa – I promised her that I would have it to her today as she said she needed by no later than COB today. It's in my stack to completed right after I finish the position pilot memo, my AID weekly and my questions to the 3<sup>rd</sup> party IR (it's been a heck of a week further complicated with Tracy being on vacation). I've started the attached and would welcome any adds if you have ideas before I try to accomplish this later today. I was thinking maybe a brief statement about some of our specific programs/service areas since they sort of have their own identities/pages in some cases (i.e. BTI, Planning, Finance, Innovation, etc.)?

That aside, I do think holding a meeting on the website next week is a good idea to say – it's time to hand it over to DII. I will add that to my list and see if I can find time on Monday afternoon.

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**From:** Nicolai, Jean  
**Sent:** Friday, March 18, 2016 9:06 AM  
**To:** Pallito, Joanna <[Joanna.Pallito@vermont.gov](mailto:Joanna.Pallito@vermont.gov)>  
**Subject:** RE: PFOA

Thanks. I checked my email last night and first thing this morning to see if I had a calendar invite and thought perhaps her scheduled was too hectic so was anticipating a meeting for Monday morning. I am going to jot down what I think my responsibilities might be and will get that to you sometime today.

Another item - I met with Carol and Greg and am going to set up biweekly check in meetings on ANROnline to keep things moving. We need to get the website launch and then carol needs to focus on nFORM. I have Greg setting up a demo with Stormwater with the intent to get some of their forms in ANROnline for the pilot. I am wondering if we need a half hour website meeting with Carol and Greg to get a firm date for Carol to complete her work and consider the website work done. I think she said two weeks ago she was going to have everything to Harry Bell, but it seems like that time frame has already

passed. I am thinking I need you to give her a cutoff date. Then you know me, I say stuff like ok after it goes to Harry you can focus on nFORM and then Greg says well Carol is always going to have to do maintenance..... and here we are stalled moving forward with nFORM. Would you be willing to set up a half hour website check-in meeting on Monday? You could reiterate the importance of Carol focusing on nFORM also. Thanks. Jean

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**From:** Pallito, Joanna  
**Sent:** Friday, March 18, 2016 8:52 AM  
**To:** Nicolai, Jean <[Jean.Nicolai@vermont.gov](mailto:Jean.Nicolai@vermont.gov)>  
**Subject:** PFOA

Hi Jean – Alyssa scheduled a quick PFOA check-in mtg/call this morning and I realized in her mad dash she didn't have you on the invite – she sent it late last night and she's driving to Mass for funeral. I got on the call last so I thought you were on and not until we were ready to wrap and went around the room to add any updates did I realize you didn't get the invite. In any event, I chimed in on how I hoped on Monday to get with Chuck to get the ICS structure details so that we can share them more broadly internally and with our VDOH and AAFM counterparts. The data/GIS/governance piece was mentioned briefly by Marjie Gale and the meeting will still be held this morning – Matt C will be there as well. I think by Monday/Tuesday of next week we'll get this ironed out ideally. I've also just emailed Chuck, Jen D and Matt C as they've got a draft budget prepared which I was asked to review but I'm not certain where all of the estimates were derived from (DEC's especially but VDOH as well) since my counterpart was aiming to send their info to myself and Chuck by COB today.....in any event, my goal is get all of this ironed out by early next week. Chuck is in Bennington today and should be in Montpelier Monday morning. Thanks Jean and I'll be sure that any future check-ins have you included – it was clearly an oversight as Alyssa is running in 100 different directions.....



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**Agency of Natural Resources**  
**Department of Environmental Conservation**  
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What do “we” do? AID serves the Department’s divisions in the following areas which include: development of administrative management policies and procedures, goals and objectives, process improvement and providing tools for programs to streamline processes, fiscal operation strategic planning, administrative support, human resources, application of better information technology solutions, development and maintenance of information technology systems, and connecting environmental programs, outcomes, and expenditures.

- AID mission/vision statement: *The Administration and Innovation Division strives to provide effective and efficient services for cross departmental functions to all programs within the Department of Environmental Conservation. Our Division empowers programs with effective performance based budgeting and integrated planning to assist them in identifying and sustaining long term revenue sources for providing environmental protection and resources for the people of the State of Vermont.*